



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

**POLICY MEETING**

May 14, 2026

Conference Room – Second Floor

7:00 p.m. – 8:30 p.m.

*Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at [admin@wcpld.info](mailto:admin@wcpld.info) or in writing, not less than five (5) working days prior to the meeting.*

## AGENDA

1. Call to Order Patricia Weninger, Chairperson
2. Roll Call
3. Approval of the Minutes:
  - A. April 9, 2026 **ACTION**
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
  - A. Electronic Board Meeting Attendance Policy **ACTION**
8. New Business
  - A. Library Conduct Policy **ACTION**
9. Recommendations  
The Policy Committee makes the following recommendations to the Board of Library Trustees for its May 26, 2026 meeting:
10. Adjournment Patricia Weninger, Chairperson

Committee: Finch, Wonderly, Weninger, Chair; Ex Officio: Jakacki-Dattomo

**BOARD OF LIBRARY TRUSTEES  
POLICY COMMITTEE MEETING MINUTES**

**CONFERENCE ROOM**

**APRIL 9, 2026**

**7:00 P.M.**

1. The meeting was called to order at 7:00 P.M. by Pat Weninger, Chairperson

2. Roll Call: Michael Wonderly, Pat Weninger and Ben Weseloh. Laura Finch absent, Corrine Jakacki, Ex Officio, absent

3. Approval of Minutes

Michael Wonderly moved that the minutes of March 16, 2026, be approved as amended; seconded by Pat Weninger.

Voice Vote: Motion passed unanimously.

4. Recognition of the Public. There was no public in attendance.

5. No Public

6. Agenda- Additions/Deletions

There were no additions or deletions to the agenda.

7. Unfinished Business

A. Electronic Board Meeting Attendance Policy.

Ben has not yet heard back from the attorney. The policy will be tabled until the next meeting.

8. New Business

A. Reference Policy Statement

Michael Wonderly moved that the policy committee recommend approval of the Reference Policy Statement to the board; seconded by Pat Weninger.

Voice Vote: Motion passed unanimously.

B. Collection Management Policy was reviewed by the committee.

Michael Wonderly moved that the policy committee recommends approval of the Collection Management Policy to the board; seconded by Pat Weninger.

Voice Vote. Motion passed unanimously.

C. Internet and Digital Services Policy was reviewed by the committee.

The recommended policy eliminates the references to the 3-D printer and the cricket machines.

Michael Wonderly moved that the policy committee recommends approval of the Internet and Digital Services Policy to the board; seconded by Pat Weninger.

Voice Vote. Motion passed unanimously.

D. Smoke-Free Library Policy was reviewed by the committee.

Michael Wonderly moved that the Smoke-Free Policy recommends approval to the board; seconded by Pat Weninger.

Voice Vote. Motion passed unanimously.

E. Drug and Alcohol-Free Library Policy was reviewed by the committee.

Michael Wonderly moved that the policy committee recommends approval of the Drug and Alcohol-Free Policy; seconded by Pat Weninger.

Voice Vote. Motion passed unanimously.

The committee discussed standardizing the format of the board policies; creating a consistent style throughout. Ben will apply a standardized format to each policy as it comes up for review.

Meeting Adjourned at 7:30 P.M.

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT  
2 ELECTRONIC BOARD MEETING ATTENDANCE

3  
4 **Policy**

5 The Board of Library Trustees of the West Chicago Public Library District will authorize video or  
6 audio conference participation by an absent board member or members by Board vote at the  
7 meeting in question when:

- 8 A. A quorum of Board members is physically present at the meeting  
9 B. A Board member or members cannot physically attend because of  
10 a. personal illness or disability;  
11 b. employment purposes or the business of the Board of Library Trustees;  
12 c. family or other emergency;  
13 d. unexpected childcare obligations; or  
14 e. performance of active military duty as a service member; or  
15 f. a disaster declaration by the Governor of the State of Illinois or other equivalent  
16 authority consistent with 5 ILCS 120/7(e).

17 Board members who participate by video or audio conference have all the rights of members  
18 physically present, including participation in discussions and the right to vote. However, as a  
19 condition of attendance by video or audio conference, a board member attending by video or  
20 audio conference must:

- 21  
22 a. Have their video camera turned on and be visible on it for the entirety of the  
23 meeting; and  
24 b. Disable any and all AI or companion toolkits during any meeting in which they  
25 attend. AI notetakers and companions are not permitted.  
26  
27

28 **Procedure**

29 The member who wishes to attend electronically must notify the Secretary of the Board of  
30 Trustees as soon as the member knows they will be unable to attend, and in all cases within  
31 twenty-four hours of prior to the start of the meeting unless advance notice is impractical. As a  
32 “best practice”, members should notify the Secretary at least twenty-four (24) hours prior to  
33 the start of the meeting. If it is the Secretary that wishes to attend electronically, the Secretary  
34 will notify the President of the Board.

35 Board members who have participated electronically must be noted as such in the Board  
36 minutes.

37 **5 ILCS 120/7(c)**

38  
39 **Disaster Declarations**

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41 Subject to the requirements of 5 ILCS 102/2.06 (meeting minutes requirements) but notwithstanding  
42 any other provision of law, an open or closed meeting may be conducted by audio or video conference,  
43 without the physical presence of a quorum of the members, so long as the following conditions are met:

- 44 1. the Governor or the Director of the Illinois Department of Public Health has issued a disaster  
45 declaration related to public health concerns because of a disaster;  
46 2. the President of the Board of Library Trustees, or the vice-president if the president is  
47 unavailable for the meeting, determines that an in-person meeting is not practical or prudent  
48 because of a disaster;  
49 3. all members of the body participating in the meeting, wherever their physical location, shall be  
50 verified and shall confirm they can hear one another and can hear all discussion and testimony;  
51 4. at least one member of the Board of Library Trustees or the Library Director or the Library's  
52 legal counsel is physically present at the regular meeting location, unless unfeasible due to the  
53 disaster, including the issued disaster declaration; and  
54 5. all votes are conducted by roll call, so each member's vote on each issue can be identified and  
55 recorded.

56 A verbatim record of the meeting must be kept in audio or video format and as otherwise set forth in  
57 section 5 ILCS 120/2.06.

58 For open meetings, members of the public present at the regular meeting location of the body must be  
59 able to hear all discussion and testimony and all votes of the members of the body, unless attendance at  
60 the regular meeting location is not feasible due to the disaster, including the issued disaster declaration,  
61 in which case the Library must make alternative arrangements and provide notice of such alternative  
62 arrangements in a manner to allow any interested member of the public access to contemporaneously  
63 hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-  
64 based link. The Library shall bear all costs associated with making virtual attendance by members of the  
65 public possible.

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67  
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69 Reviewed by Policy Committee: 6/10/2021; 3/16/2026; 5/14/2026

70 Approved by Board of Library Trustees: 6/23/2014; 8/28/2017; 6/28/2021 June 23, 2014

71 Approved by Board of Library Trustees: August 28, 2017

72 Reviewed by Policy Committee: June 10, 2021

73 Revision approved by Board of Library Trustees: June 28, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2  
3 LIBRARY CONDUCT

4  
5 Policy

6  
7 In order to render the use of the library to the greatest benefit for the greatest number of  
8 residents and taxpayers, Illinois law confers on the Board of Library Trustees the authority to:

- 9 • adopt reasonable rules and regulations (75 ILCS 5/1-3),  
10 • impose penalties, taxes, fees or fines (75ILCS 16/1-5),  
11 • exclude certain persons from the library (75ILCS 16/30-55.55).

12  
13 The Library strives to provide an environment that is secure and comfortable, where Library  
14 patrons can use library materials, amenities, and services without being disturbed or impeded  
15 by other Library users. In using the facilities, materials and other property of the West Chicago  
16 Public Library District, it shall be unlawful to engage in behavior which creates disturbances or  
17 disruptions within the library.

18  
19  
20 Procedure

21  
22 In the case of disturbances, the violating person will receive one warning. At the second  
23 offense, the patron must leave the building for the rest of the day. Depending upon the  
24 severity of the disturbance, the offender may be ordered to leave the building immediately,  
25 without receiving a warning. Library staff members may call the West Chicago Police  
26 Department (WCPD) to help enforce the Library’s rules of conduct or to learn the identity of  
27 violators of these rules. In cases not specified below, the person in charge (PIC) will decide  
28 appropriate actions to be taken to ensure that the library environment is secure and  
29 comfortable for all patrons and employees.

30  
31 PENALTY: Any person violating the provisions of this Ordinance may be fined not to exceed  
32 \$100.00 and/or be barred from the Library and the use of its facilities for a specified period of  
33 time.

34  
35 When a disturbance occurs on the library premises, the PIC and one other staff member shall  
36 respond for safety and precautionary reasons.

37  
38 Examples of disturbances include but are not limited to:

- 39  
40 1. Impeding access to any area of the Library, including entrances and exits, as well as  
41 parking in reserved parking spots, fire lanes, or other No Parking areas. Using wheeled  
42 devices (including bicycles, skateboards, roller skates, or shoes) in or on Library property  
43 for recreational rather than transportation purposes. Bringing animals other than  
44 service animals into the Library or leaving animals unattended on Library property.

- 45 Smoking within fifteen feet of entrances and exits. Disturbing vegetation or landscaping  
46 and climbing trees is prohibited.
- 47 2. Being in the Library without shirts and/or shoes. Carrying uncovered beverages in the  
48 Library building. Eating in the Library except in designated areas. Prolonged or chronic  
49 sleeping on Library premises. Misusing restrooms.
- 50 3. Conversations in tones louder than the general noise level. Audible cell phone alerts or  
51 cell phone usage in quiet study areas or that disturbs other library patrons. Audio or  
52 electronic equipment volume that disturbs others.
- 53 4. Leaving personal belongings unattended on Library property. Being present in Library  
54 offices, lounges and other non-public areas unless accompanied by a Library staff  
55 member or through prior arrangement with Library management.
- 56 5. Attempting to sell goods or services to the public on the premises or grounds of the  
57 West Chicago Public Library District other than those approved in advance by the Library  
58 Director or his/her representative and sold for the benefit of the Library or the Library  
59 Foundation.
- 60 6. Soliciting donations or otherwise raising funds, political canvassing, religious  
61 proselytizing, or otherwise disturbing patrons for purposes of eliciting or influencing  
62 their opinions and associations, or promoting any causes other than those directly  
63 related and beneficial to The Library.
- 64 7. Leaving children under the age of nine unattended or without responsible supervision of  
65 an individual aged 12 or older. It is not permissible to use the library facility as a  
66 substitute for a childcare facility or babysitter.
- 67 8. Fighting (real or mock), theft, vandalism, disorderly conduct, use of profanity, harassing,  
68 intimidating, or threatening patrons and/or employees, public indecency, destruction or  
69 misuse of any library property.
- 70 9. Being under the influence or in possession of any illicit or harmful substance, including  
71 but not limited to alcohol, cannabis, cannabis or THC-infused products, illegal drugs or  
72 other controlled substances<sup>1</sup> without a prescription.
- 73 10. Entering the library with bodily hygiene and/or body odor so offensive as to constitute a  
74 nuisance (offending individuals may return to the library once the offensive condition  
75 has been remedied).
- 76 11. Entering the library with a pervasive odor (e.g. perfume, cologne, etc.) which interferes  
77 with other patrons' ability to use the library (offending individuals may return to the  
78 library once the offensive condition has been remedied).
- 79 12. Possession of firearms, weapons, or look-alike weapons.
- 80 13. Sharing library cards or library card barcode numbers to access the Internet or any  
81 misuse of library cards; performing illegal activities on the Internet; viewing obscene  
82 material or viewing sexually explicit material or any activities intended to disrupt  
83 network services or equipment.
- 84 14. Refusing to comply with directions/instructions given by Library staff, refusing to vacate  
85 the building at closing, during emergency drills or emergency evacuations.

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<sup>1</sup> For purposes of this policy, the term "controlled substances" means any and all controlled substances as defined by Illinois and Federal law.

86 Reviewed by Policy Committee: 1/26/2026; [5/14/2026](#)  
87 Approved by Board of Library Trustees: 11/29/1993; 7/26/2004; 7/23/2007; 7/25/2011;  
88 10/27/2014; 8/22/2016; 10/28/2019; 1/27/2020; 2/27/2023; 1/26/2026  
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